

# **ASTD NM BOARD MEETING MINUTES**

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**Month:** March Meeting

**Date:** Thursday, March 19, 2009

**Time:** 6:00 to 8:00 pm (Meeting started and ended on time)

**Place:** UNM Continuing Education South Building

**In attendance:**

Leah Boetger, Raphael Chalvarian, David Civetti, Jan Ruder

**Absent:**

Mari Gish, Charlotte Hendrix, Jim Hughes, Leah Kier, Hazel Mella, Lindsay Robinson, Stephen Short, Diana Spendlove, Dan Valles

<b>ITEMS DISCUSSED</b>
<b>Welcome and Agenda (Leah Boetger)</b> <ul style="list-style-type: none"><li>Leah called the Board of Directors (BOD) meeting to order.</li><li>It was noted that the meeting lacked a quorum.</li><li>Full discussion and action could not be taken on agenda items.</li><li>Meeting was limited to points of information, informal discussion and brainstorming.</li></ul>
<b>Approval of Minutes (Leah Boetger)</b> <ul style="list-style-type: none"><li>Action of approval of February BOD meeting minutes deferred until the next board meeting.</li></ul>
<b>Revisit 2009 Membership Rates (Leah Boetger)</b> <ul style="list-style-type: none"><li>Discussion and action on 2009 membership rates were deferred until next BOD meeting due to lack of quorum.</li></ul>
<b>Yun's Workshop Proposal (Leah Boetger)</b> <ul style="list-style-type: none"><li>It was noted that Leah Kier was needed for this discussion in that she knew the background and details of the Yun's proposal.</li><li>Discussion and action on proposal deferred until the next BOD meeting.</li></ul>
<b>2009 Community Project (Leah Boetger)</b> <ul style="list-style-type: none"><li>Leah advised that the chapter needed to complete a community project this year to be in compliance with CORE standards.</li><li>Discussion and action on item deferred until the next BOD meeting.</li></ul>
<b>Share Point Training (Leah Boetger)</b> <ul style="list-style-type: none"><li>Share Point Training session confirmed for April 16, 2009, from 11 AM to 12 Noon.</li><li>Jan Ruder to work with Leah Kier to secure facilities at UNMCE for training.</li><li>Participation is limited to board members who will be using the system – Leah Boetger, President; David Civetti, VP Communications; Jan Ruder, Administrator; and Diana Spendlove, Past President.</li></ul> <p>Questions raised:</p> <ul style="list-style-type: none"><li>Will Share Point resolve current problems related to distribution and repository of information and communication? It was suggested that the upcoming training session will help us to answer this question.</li><li>Will system be user-friendly, especially in the yearly transition of incoming board members? It was suggested that the upcoming training session will help us to answer this question.</li><li>Which system – Share Point or Groups.Yahoo.com – is preferable? Should be discussed and decided in next BOD meeting when quorum exists.</li><li>What should be done with information stored in Groups.Yahoo.com? Should be discussed and decided in next BOD meeting when quorum exists.</li></ul>

### **Update on 2009 Conference (Raphael Chalvarian)**

- Venue and date are now established. Venue is Isleta Casino and Resort; date is Friday, October 2, 2009.
- Member surveys have been distributed. Next step is to evaluate member responses in order to establish theme and topic areas for conference.
- Last committee meeting had few attendees due to committee members' scheduling conflicts. Raphael will alternate day of week for monthly meetings to accommodate such scheduling conflicts.

### **Programs Update (Charlotte Hendrix & Hazel Mella)**

- Program Co-VPs not present.
- Update deferred until next BOD meeting.

### **Communications Update (David Civetti)**

- Almost all board records are updated on the website for 2009.
- We are marketing and supporting attendance at the NM ISPI workshop instead of having our April meeting.
- Further updates deferred until next BOD meeting.

### **Other Items (Brainstorming)**

#### Processes and procedures

- Board processes and procedures need to be established, clarified and and/or enforced.
- Leah Boetger noted that the overall goal of the 2009 board is to strengthen the infrastructure of the organization and its board.
- Starting point is each member's update of position description and specification of 2009 goals.

#### Board meeting processes and procedures

- Agenda items need to be clearly identified as a) discussion only – no action required or b) item opened, action needed, item resolved and closed. Clarification of status of an issue and ultimate closure is necessary.
- Updates on status of initiatives by each board member need to be formally presented and included in the minutes of each meeting.
- When board members cannot attend, reports need to be sent by email prior to meeting to either Leah Boetger or Jan Ruder.

#### Finance processes and procedures

- Leah Boetger informed meeting attendees that Dan Valles, VP of Finance, has advised her that he must step down from the Board of Directors. Dan has offered to continue to perform some of the accounting functions.
- Leah is in the process of organizing a meeting with Dan to discuss the logistics of a transfer of responsibilities to a new VP of Finance and discuss financial policies, procedures and practices.
- Specific points of concern raised: who has access to bank accounts (names on signature cards); in whose name is organization's credit card; need for formalized process to transfer financial authority and responsibility with each new incoming board; need for monthly board updates on status of revenue amounts, expenses, outstanding collection of revenues and payment of expenses, etc.; standardization and coordination of financial procedures among board members; etc.
- It was noted that the Chapter By-Laws specify many of the policies and procedures.
- It was noted that the bank holding the Chapter's accounts should be contacted to also discuss the bank's requirements for establishing/transferring access on bank accounts.

### **Next Meetings**

**Monthly Program Meeting:** There is no April Chapter meeting; attendance at ISPI workshop is being supported.

#### **Monthly Board Meeting:**

Date: Thursday, April 16, 2009

Time: 6:00 pm to 8:00 pm

Place: UNM Continuing Education

Please let Jan Ruder know, in advance, if you will not be able to attend a meeting.

Meeting was adjourned.

Respectfully submitted by Jan Ruder, 3/20/2009